

24 June 1970

MEMORANDUM FOR THE RECORD

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SUBJECT: Meeting with [REDACTED] Chief, Records
Administration Branch/SSS/DDS

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1. [REDACTED] has been interested in approaching the Building Planning Staff concerning the records management program, current Agency records storage problems, and new storage techniques. Sometime ago he drafted a memorandum to BPS. On discussing it with [REDACTED] SSS/DDS, the latter stated that BPS had not requested this information, and it was his opinion that SSS/DDS should not go forward with an official position on these matters until it was known just what information might be required and thus requested by BPS.

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2. The various meetings which BPS officers have held with [REDACTED] DC Records Administration Branch, were referred to. [REDACTED] appreciated our initiative and our determination to keep him and his staff informed of any Building Planning efforts related to his responsibilities. He noted in particular, the exchange of information which we have had concerning secure storage equipment and mobile automated equipment.

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3. [REDACTED] earlier deductions in talking with [REDACTED] and myself were reaffirmed with [REDACTED]. The type of wall storage in which BPS has a current interest could save 20 percent of the floor space presently required for equal records storage space in confidential file cabinets and safes. [REDACTED] added that one foot of shelving space either by cubic or linear measurement is generally calculated to cost \$1. The equivalent amount of shelf space with automated movable shelving costs \$5. However, the amount of aisle space saved by the use of either mechanical or manually operated mobile shelving would more than make up for the difference in cost.

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4. [REDACTED] stated that records storage requirements should receive the continuous attention of BPS. He made specific reference to 3 subjects of which we should be aware.

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a. Construction for housing the emergency vital documents requires 8,000 linear feet of shelving. When aisles are included the total area required to house the emergency vital documents is currently 3,000 sq. ft. [REDACTED]

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is firmly convinced that if BPS plans the construction of an emergency center [REDACTED] space must be considered to house the vital document collection. I informed him of my earlier discussions with the former Agency Emergency Planning Officer concerning former plans and the possible future inclusion of an emergency center in a structure at the Headquarters site. He added that certainly in such a case space for the vital documents must be considered.

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b. The fact that Agency Archives are located at [REDACTED] is considered an unnecessary expense for the Agency [REDACTED]. The regular two runs per day by the courier plus special trips for researching archival material is a drain on personnel time which could be saved if the Archives could be located in the Headquarters area. He added that the Archives would require 4 to 5 thousand sq. ft. (I did not bring out the subject of cubic feet, but the archival space [REDACTED] has a very high ceiling.)

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c. Supplemental distribution of Agency documents which calls for an extensive holding of multiple copies poses problems of which BPS should be aware. [REDACTED] commented that the 20,000 cubic feet provided by the National Archives to the Agency on a temporary basis at Suitland, Maryland, was recently reduced to 15,000 cubic feet. I advised him that BPS was well aware of this particular collection and the efforts presently being made to relocate it [REDACTED] by December 1970.

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[REDACTED]
Chief,
Building Planning Staff, OL

Distribution:

Orig - OL/BPS/Information Handling-Storing
1 - Chrono

OL/BPS: [REDACTED] lj/3553 (24 June 70)

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CLASSIFICATION

MICROFILMING PROPOSAL FOR EVALUATION						DATE	
TITLE OF FILE (or brief description)				CUSTODIAN OF FILE		EXTENSION	
				OFFICE			
				FILE LOCATION (Room No. and Building)			
PRESENT VOLUME (cu. ft.)		NUMBER OF REFERENCES PER MONTH		ESTIMATED ANNUAL DEPOSIT (cu. ft.) TO THE RECORDS CENTER			
HQS.	REC. CENTER	HQS.	REC. CENTER				
SIZE OF RECORD				RETENTION PERIOD OF FILE			
				IN OFFICE SPACE		IN CENTER	
LETTER	PLANS	ADP TAB PAPER		IS FILE ON RECORDS CONTROL SCHEDULE			
LEGAL	MAPS	OTHER (specify)					
CARD	ENG. DRAWINGS						
ARRANGEMENT OF FILES (alphs, numeric, chrono, etc.)				SCHEDULE NO.		ITEM NO.	
CONDITION OF FILE							
GOOD CLEAR COPY, UNFASTENED, ONE WEIGHT AND SIZE AND COLOR OF PAPER				POOR COPY, STAPLED, ACCO FASTENED. VARIOUS WEIGHTS, SIZES AND COLORS OF PAPER			
REMARKS							
SIGNATURE OF RECORDS OFFICER							

FOR USE BY RECORDS MANAGEMENT STAFF ONLY